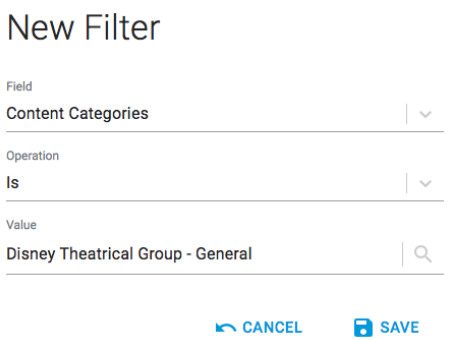
Quick Sheet: Advanced Search

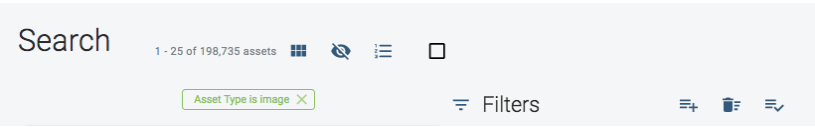
This Quick Sheet documents the process for performing Advanced Search for assets via custom filters and operators.

Add Filter

1. From the top right menu, click on Add Filter icon



2. On the 'New Filter' screen, select a Field by clicking on the dropdown menu.
3. Next, select an operation.
4. Lastly, select a Value.
5. Click the Save button to apply the filter.
6. Filter Chips will appear at the top of the page:



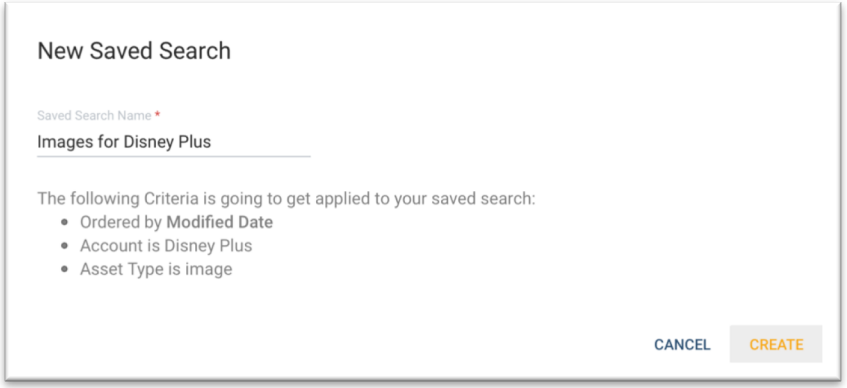
Advanced Filter Options

By clicking on a Filter chip, more options would become available to refine your search.

Disable: This toggle will temporarily disable the filter.
Negate: Apply the reverse operation to the filter.
Delete: Remove the Filter.
Edit: Modify the Filter parameters.

Additional Options

1. The icon will clear your filters.
2. The icon save your search:



2.1 A New Saved Search modal will open.
2.2 Enter a name for the Save search.
2.3 Click on CREATE to complete Save Search.
2.4 You will receive a notification that Save Search is successfully created.